



Tigard Senior Center

8815 SW O'Mara Street

Closed for Renovations from
September 15, 2007
through February 2008

Room Reservation Application

The Tigard Senior Center is available for reservation: Friday: 5:30 p.m. to 10 p.m. and Saturday/Sunday: 8 a.m. to 10 p.m. The minimum reservation period is two hours. **Include time in your reservation request for both set-up and clean-up.** Please forward the application, rental fee, and/or deposit to: City of Tigard, 13125 SW Hall Blvd., Tigard, OR 97223.

Event date: _____ Hours of reservation: From: _____ To: _____
(Must include set-up and clean-up time)

Organization/individual requesting use: _____

Contact person: _____

Mailing address: _____

City: _____ State: _____ Zip Code: _____

Day phone: _____ Evening phone: _____

Phone Number To Reach You During Your Event _____

Person who will pick up room key from the Police Department: _____

ROOM(S) REQUESTED: ☐ Upstairs Activity Room ☐ Downstairs Activity Room

Type of event: _____ User group category: _____

Size of group: _____

May not exceed room capacity

Room Rental Fees: The rates shown below are hourly rates.
Please see the Policies and Procedures for the definitions of the user groups.

Room	Capacity	Group 1	Group 2	Group 3	x # of hours		Fee
Upstairs Activity Room	75	\$15.00	\$20.00	\$25.00		=	
Downstairs Activity Room	40	\$10.00	\$15.00	\$20.00		=	
Refundable Cleaning/Security Deposit (please initial here if deposit is already on file) _____							\$100.00

TOTAL OWING: \$ _____

Please make sure to sign the back page. Application will not be processed unless signed.

Please read the *Policies and Procedures for Reserving the Tigard Senior Center* and the following information prior to signing this Room Reservation Application.

Making a Reservation

- All reservations require submission of a *Tigard Senior Center Room Reservation Application*.
- All reservations must be made at least ten (10) business days prior to the event.
- **To complete the reservation process, the application, rental fee and/or security deposit must be received by the City ten (10) day prior to the reservation date.**
- Reservation requests will be "tentatively" held for ten (10) business days from the date of the room use request. If the application and rental fee are not received within the tentative reservation time, tentative reservations will be released and the room made available to others.
- A \$100.00 refundable security deposit is due ten (10) business days in advance of the rental date. Refund of the security deposit is based on whether ALL policies and procedures have been followed. Cleaning supplies and equipment must be provided by the user. Please see the policies regarding room use for details on the return of the deposit.
- Applicants must be 21 years of age or older.

Advance Reservations

The City's goal is to allow as many different groups as possible an opportunity to use the facilities. One time room use may be reserved up to six months in advance of a function. Recurring room use may be reserved up to one month in advance.

Alcohol Use

Consumption of alcohol may be permitted with the written authorization of the City and in accordance with state statutes and City guidelines. Authorization will be granted upon completion of an additional application for use of alcohol. The "Application for Alcohol Permit" must be completed in its entirety. In addition, a \$1,000,000 (one million) host liquor liability insurance endorsement naming the City as an additional insured must be submitted with the application.

Cancellation or Relocation

Please submit cancellations, in writing, no less than two (2) business prior to the scheduled event. A \$10.00 service charge will be retained for each cancellation. Room rental fees will be forfeited if an event is cancelled with less than 2 days notice.

All efforts will be made to keep approved room reservations intact; however, the City retains the right to relocate or cancel a function upon fourteen (14) days notice.

I agree to protect, indemnify, and defend the City, its authorized agents, elected and appointed officials, and all employees against any and all claims as a result of persons attending any function at the facility. This provision includes any expenses incurred by the City defending such claim. I further understand the City, its elected and appointed officials, and all employees will not be held responsible for any lost or stolen articles, clothing, etc., as a result of persons attending any function in the building.

I have read the *Policies and Procedures for Reserving City of Tigard Meeting Rooms* and the information on this form. I further agree to abide by the Policies and Procedures as well as the ordinances of the City of Tigard and I accept responsibility for any violations as they may pertain to the application.

Signature _____ Date _____

FOR OFFICE USE ONLY

Room Use: Approved ☐ Disapproved ☐ _____ Date _____
Administrative Services Manager

Date logged _____ Date Applicant notified _____